

# U. S. ARMY ENGINEER DISTRICT, MEMPHIS

## STUDENT SUMMER EMPLOYMENT PROGRAM INFORMATION PACKAGE

**PURPOSE OF THE PROGRAM:** The Student Summer Employment Program is designed to benefit students who are in high school or are continuing their education following high school graduation. Program participants are provided with a source of income while obtaining valuable work experience. Students pursuing a degree higher than the baccalaureate level are also eligible for the program.

**TYPE AND LENGTH OF APPOINTMENTS:** Students are appointed in the Excepted Service to appointments, which are not to exceed 30 September.

### GENERAL ELIGIBILITY REQUIREMENTS:

- Student must be at least 16 years of age at the time of the appointment.
- Student must be an U.S. citizen (few exceptions are allowed).
- Student is encouraged to excel in academic studies and progress from one level to the next at the appropriate rate of a full-time student.
- Students with less than a 2.0 GPA are not eligible for the program.

### WORK SCHEDULES:

- (a) **Work schedules.** Students appointed under this program
1. normally work on a part-time schedule while in school is in session
  2. are allowed to work full-time (provided there is sufficient work available and the work schedule does not interfere with the school schedule) with prior supervisory approval.
- (b) **Overtime.** Overtime will be limited and may be scheduled only to meet emergency conditions or under occasional special circumstances and with prior supervisory approval.

### QUALIFICATIONS AND COMPENSATION:

- (a) **Qualifications.** All applicants must meet the minimum qualifications requirements outlined by Office of Personnel Management (OPM). An evaluation will be made of the student's education, past work history and ability to perform assignments in order to determine qualifications. No written test is required.

(b) **Pay.**

1. Regular pay will be set no lower than the first step of the GS/WG-01. When a student is performing duties, which can be identified as classifiable at the higher level, the salary will be set at the appropriate higher General Schedule (GS) or Wage Grade (WG) rate.

a. Holiday Pay will be paid

1. when the holiday falls on a day which is included in the student's regular tour of duty, provided the student is in a duty status the day prior and after the holiday.

2. based upon the number of hours which the student is normally scheduled to work on that day. Students who work under a full time schedule will receive full-time pay for any holidays. The regulation differs for students who have appointments, which are less than 90 days in duration.

(c) **Entitlement to Benefits.** Students are:

1. not eligible for coverage under either Civil Service (CSRS) or Federal Employee's Retirement System (FERS).

2. not eligible for coverage under the Federal Employee's Group Life Insurance (FEGLI) Program.

3. not eligible for coverage under the Federal Employee's Health Benefit (FEHB).

4. entitled to earn annual and sick leave in accordance with OPM leave regulations for time-limited appointments of 90 days or less.

**\*Substantially Full-time** – Students attending college must be enrolled for at least half time (6 semester hours or the quarter-hour equivalent). An exception is made for students who are seniors and have only a limited number of courses remaining for graduation.

**\*\*Accredited school** – A public or private secondary school (or other appropriate school for mentally retarded students), vocational school or other institution of higher learning, which is accredited by a local board of education, a technical or professional association or by other recognized accrediting bodies.

**U.S. ARMY ENGINEER DISTRICT, MEMPHIS**

**STUDENT TEMPORARY EMPLOYMENT PROGRAM**  
(formerly Stay-In School Program)

**APPLICATION PROCEDURES:**

1. Student ***must be at least 16 years of age*** to participate in the program.
- 2.

WHAT TO FILE	
HIGH SCHOOL STUDENTS	POST HIGH SCHOOL STUDENTS
Application or Resume	Application or Resume
Certification of Student's School Affiliation	Certification of Student's School Affiliation (If a recent high school graduate, submit a copy of college or university acceptance letter)
Tentative Work Schedule	Tentative Work Schedule
Memorandum for Record, Subject: Student Temporary Employment	Memorandum for Record, Subject: Student Temporary Employment Program
High School Transcript	Complete College Transcript If a recent high school graduate, submit a complete high school transcript

**NOTE:** A grade report/transcript, which indicates unsatisfactory academic performance (i.e., cumulative GPA below 2.0), will result in nonconsideration for employment under the program.

**NOTE:** Transcripts must be certified and sent directly from the school.

3. The aforementioned documents must be forwarded to the Human Resources Management (HRM) Office at the following address:

ATTN: CEMVM-HR (A. MILLER)  
US ARMY ENGINEERS DISTRICT MEMPHIS  
167 N MAIN B202  
MEMPHIS TN 38103-1894

4. Should you need additional information regarding the program or have questions concerning application procedures, please feel free to contact Rachel Thorne at (901) 544-0794.

**APPLICATIONS WILL BE RETURNED WITHOUT ACTION IF ALL REQUIRED DOCUMENTS ARE NOT SUBMITTED OR IF THE APPLICATION IS INCOMPLETE.**

TO WHOM IT MAY CONCERN:

I hereby authorize the release of requested information to establish my eligibility for employment in the Student Temporary Employment Program with the Corps of Engineers, Memphis District.

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE

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SUBJECT: CERTIFICATION OF STUDENT'S SCHOOL AFFILIATION

1. This certifies that \_\_\_\_\_ is currently enrolled for at least half-time attendance for the \_\_\_\_\_ school year. He/she (is) \_\_\_\_\_ (is not) \_\_\_\_\_ maintaining an acceptable school standing (GPA of at least 2.0).

2. Please complete the following as appropriate.

Student status:

➤ High school

\_\_\_\_\_ Half-time Student

If yes, how many hours is the student enrolled? \_\_\_\_\_

What time is the student released from school on a daily basis \_\_\_\_\_

\_\_\_\_\_ Full-time Student

➤ Post high school

\_\_\_\_\_ Half-Time Student

If yes, how many hours is the student enrolled? \_\_\_\_\_

\_\_\_\_\_ Full-Time Student

Type of Degree being sought:

➤ \_\_\_\_\_ Certificate

➤ \_\_\_\_\_ High School Diploma

➤ \_\_\_\_\_ Degree

If yes, what level is being sought (i.e., bachelor's, master's)? \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF SCHOOL OFFICIAL

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
SCHOOL

DATE

## TENTATIVE WORK SCHEDULE

PLEASE INDICATE BELOW THE DAYS AND TIMES YOU WOULD BE AVAILABLE TO WORK:

MONDAY \_\_\_\_\_ TO \_\_\_\_\_

TUESDAY \_\_\_\_\_ TO \_\_\_\_\_

WEDNESDAY \_\_\_\_\_ TO \_\_\_\_\_

THURSDAY \_\_\_\_\_ TO \_\_\_\_\_

FRIDAY \_\_\_\_\_ TO \_\_\_\_\_

THIS SHEET SHOULD BE RETURNED IN CONJUNCTION WITH THE FOLLOWING:

- APPLICATION FOR FEDERAL EMPLOYMENT
- CERTIFICATION SHEET
- PROOF OF THE REQUEST FOR A CERTIFIED COPY OF YOUR TRANSCRIPT HAS BEEN REQUESTED

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT Rachel Thorne at (901) 544-0794.

## MEMORANDUM FOR RECORD

SUBJECT: Student Summer Employment Program

1. I, understand that I must continually meet all requirements for employment under the Student Summer Employment Program as outlined below:

- As a program participant, I must be enrolled for at least half-time attendance (or have been accepted for enrollment) in an accredited school and must be working towards a degree, diploma, certificate, etc.

2. While employed in the program, I understand that I may be unable to work up to 40 hours per week without prior supervisory approval.

3. Should my appointment be near expiration, my supervisor may opt to continue my employment or allow my appointment to expire at his/her discretion. As indicated above, the continuance of my employment is also contingent upon my maintaining all initial requirements of the program.

4. Failure to meet any of the requirements as outlined above will result in the immediate termination of your employment.

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STUDENT'S SIGNATURE

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DATE